

**General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List**

**Information Technology (IT) Professional Services
FSC Group: 070**

Contract No.: GS-35F-0299P

Contract Period: 2/24/2014 – 2/23/2019

Catapult Consultants LLC

**2300 Clarendon Blvd., Suite 600
Arlington, VA 22201-3381
Tel: (703) 226-0599
Fax: (703) 997-7651
www.catapultconsultants.com**

**Business Size / Status: Small Business
Prices shown herein are NET (discount deducted)**

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GENERAL SERVICES ADMINISTRATION

Federal Acquisition service *Authorized Federal Supply Schedule Price List*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**TM, a menu-driven database system. The INTERNET address for **GSA Advantage!**TM is:

<http://www.GSAAdvantage.gov>

Schedule for – INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

Federal Supply Group: 070

Contract Number: GS-35F-0299P

For more information on ordering from Federal Supply Schedules:

Click on the FSS Schedules button at **<http://www.fss.gsa.gov>**

SCHEDULE HOLDER INFORMATION

Contract Period: February 24, 2014 through February 23, 2019

Contractor: Catapult Consultants LLC
2300 Clarendon Blvd., Suite 600
Arlington, VA 22201-3381

Business Size: Small Business

Telephone: (703) 226-0599

Fax Number: (703) 997-7651

Web Site: www.catapultconsultants.com

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Contract Administration: Matthew A. Pavlak

INFORMATION FOR ORDERING ACTIVITIES

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.gsadvantage.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT:

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- ☒ The Geographic Scope of Contract will be domestic and overseas delivery.
- ☐ The Geographic Scope of Contract will be overseas delivery only.
- ☐ The Geographic Scope of Contract will be domestic delivery only.

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:

2. CONTRACTING'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Address for Ordering:

Catapult Consultants LLC
Attn: Director of Contracts
2300 Clarendon Blvd
Suite 600
Arlington, VA 22201-3383

Address for Payment:

Catapult Consultants LLC
Attn: Accounts Payable
2300 Clarendon Blvd
Suite 600
Arlington, VA 22201-3383

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency will agree to use the credit card for dollar amounts over the micro purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance: 1-703-226-0599

3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

**4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE
COMPLETION OF STANDARD FORM 279:**

Block 9: G. Order/Modification under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: 121827260
Block 30: Type of Contractor – Small Business
Block 31: Woman-Owned Small Business – No
Block 36 – Contractor's Taxpayer Identification Number (TIN): 31-1775577

4a. CAGE Code: 1UCH9

4b. Contractor has registered with the System for Award Management (SAM).

5. FOB DESTINATION

6. DELIVERY SCHEDULE

a. **TIME OF DELIVERY:** The Contractor shall delivery to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	2 Days

b. **URGENT REQUIREMENTS:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. DISCOUNTS: Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Quantity – See Pricelist
- b. Government Education Institutions – Same discount as all other Federal customers.

8. TRADE AGREEMENTS ACT OF 1979, as amended:

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. SMALL REQUIREMENTS: The minimum dollar value of orders to be issued is \$100.00

10. MAXIMUM ORDER

a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:

Special item Number 132-51 – Information Technology Professional Services

11. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.

- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

12. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS: ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunications Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

12.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

12.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering Information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202) 619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301) 975-2833.

13. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub. L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

14. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

15. GSA ADVANTAGE!

GSA Advantage! Is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! Will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories

Agencies can browse GSA Advantage! By accessing the internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.gsaadvantage.gov>

16. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) – referred to as open market items – to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

17. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;

- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

18. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

19. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

20. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

21. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to

the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time of a request for quotations is made for applicable construction classified installation, de-installation, and re-installation services under SIN 132-8 or 132-9.

22. SECTION 508 COMPLIANCE

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

The EIT standard can be found at: www.Section508.gov/.

23. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:
This order is placed under a written authorization from _____ dated _____.
In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

24. INSURANCE – WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective –

- (1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

25. SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

26. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)****1. SCOPE**

- a. The prices, terms and conditions stated under Special item Number 132-51 Information Technology Professional Services apply exclusively to IT/IAM Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

**2. PERFORMANCE INCENTIVES I-FSS-60 PERFORMANCE INCENTIVES
(April 2000)**

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measureable tasks.

3. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
 - (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
 - (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

The Inspection of Services-Fixed Price (AUG 1996) (Deviation 1 – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection-Time-and-Materials and Labor-Hour (May 2001) (Deviation 1 – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

9. INDEPENDENT CONTRACTOR

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor. An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contracts. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (OCT 2008) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (OCT 2008) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007). Time-and-Materials/Labor-Hour Proposal Requirements – Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

- (a) The Government contemplates aware of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- (b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by –
 - (1) The offeror;
 - (2) Subcontractors; and/or
 - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

Resumes shall be provided to the GSA Contracting officer or the user ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customer commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, and conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science

TERMS AND CONDITIONS

- 1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers: 132-51**

132-51 --- INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316IT	Network Management Services
FPDS Code D317	Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services being under Schedule 76)
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

- | | |
|---|--|
| 1b. Identification of the lowest priced model number and lowest unit price | Please Refer to Page 15 |
| 1c. Labor Category Descriptions | Please Refer to Page 10 |
| 2. Maximum Order: | \$500,000.00 |
| 3. Minimum Order: | \$100.00 |
| 4. Geographic Coverage (delivery Area): | Domestic and Overseas |
| 5. Point(s) of production (city, county, and state or foreign country): | Not Applicable |
| 6. Discount from list prices: | Government net prices (discounts already deducted) |
| 7. Quantity discounts: | No Minimum |
| 8. Prompt payment terms: | Net 30 days |
| 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: | Yes |

- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Will accept over \$3,000
10. Foreign items: None
- 11a. Time of Delivery: Specified on the Task Order
- 11b. Expedited Delivery: To Be Negotiated with Ordering Agency
- 11c. Overnight and 2-day delivery To Be Negotiated with Ordering Agency
- 11d. Urgent Requirements.
12. F.O.B. Points(s): Destination
- 13a. Ordering Address: Catapult Consultants, LLC
Attn: Matthew A. Pavlak
2300 Clarendon Blvd., Suite 600
Arlington, VA 22201-3383
- 13b. Ordering procedures: For supplies and services, the ordering procedures information on Blank Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
14. Payment address: Catapult Consultants, LLC
Attn: Cris Offutt
2300 Clarendon Blvd., Suite 600
Arlington, VA 22201-3383
15. Warranty provision.: Contractor's standard commercial warranty
16. Export Packing Charges: Not Applicable
17. Terms and conditions of Government purchase card acceptance: Contact Contract Administrator
18. Terms and conditions of rental, maintenance, and repair: Not Applicable
19. Terms and conditions of installation (if applicable): Not Applicable
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not Applicable

- | | |
|---|----------------|
| 20a. Terms and conditions for any other services (if applicable): | Not Applicable |
| 21. List of service and distribution points (if applicable) | Not Applicable |
| 22. List of participating dealers (if applicable): | Not Applicable |
| 23. Preventing maintenance (if applicable): | Not Applicable |
| 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: | Not Applicable |
| 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location). The EIT standards can be found at:
www.section508.gov/ | |
| 25. Data Universal Numbering System (DUNS) number: | 12-1827260 |
| 26. Catapult Consultants, LLC, is Registered in the System for Award Management (SAM) | |

LABOR CATEGORIES AND POSITION DESCRIPTIONS

Catapult Consultants will utilize a comprehensive set of labor categories to provide tailored support to our Federal clients. The categories will range from administrative support up to senior principal, with appropriate labor hour rates for each. Catapult provides detailed labor category descriptions, below.

SIN 132-51

Title:

Functional

Duties/Responsibilities:

Minimum Education

Level:

**Required/Supplemental
Certifications:**

**Minimum Experience
Requirements:**

Substitution

Methodology:

Title:

Functional

Duties/Responsibilities:

Minimum Education

Level:

**Required/Supplemental
Certifications:**

**Minimum Experience
Requirements:**

Substitution Methodology:

Database Administrator

The Database Administrator will be responsible for all DBA functions, including logical and/or physical database design, creation and management, database evaluation, population, performance tuning and data normalization.

Bachelor's Degree

Strong understanding of Oracle or SQLServer, including backup and recovery, database migration, performance tuning, and installing applications and patches. Fluent in SQLPLUS and PL/SQL. Familiarity with Change management methodologies. Knowledge of Sun Solaris, Oracle 9iAS, familiarity with Storage Area Networks and Cluster Servers.

Information Security Specialist

Defines and analyzes security requirements for computer systems, which may include mainframes, servers, workstations, and personal computers in both networked and stand alone environments. Designs, develops, engineers, and implements solutions that meet security requirements. Responsible for integration and implementation of the computer system security solutions. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in computer security. Performs risk analysis of computer systems and applications during all phases of the system development life cycle.

B.A. or B.S. degree

(2 – 3) years of experience implementing and evaluating application and operating system security capabilities and components in computer systems.

Title:
Functional
Duties/Responsibilities:
Network Engineer

Performs the integration and installation of hardware, software, and systems used as components in LAN/WAN data communications systems. Performs operations and maintenance training for hardware, software, and systems used in LAN/WAN data communications systems. Knowledge of network management tools, technologies, and procedures.

Minimum Education
Level:
Required/Supplemental
Certifications:
Minimum Experience

Degree required

(2 – 3) years experience in hardware and software installation. Designs, installs, and maintains networks that link numerous computing platforms, operating systems, network topologies, and network protocols. Experienced in developing, monitoring, and reporting network performance metrics.

Substitution
Methodology:
Title:
Functional
Duties/Responsibilities:
Network Security Specialist

Analyzes and defines security requirements for local and wide area networks. Designs, develops, engineers, and implements solutions that meet network security requirements. Responsible for integration and implementation of the network security solution. Performs vulnerability/risk analysis of computer systems and applications during all phases of the system development life cycle.

Minimum Education
Level:
Required/Supplemental
Certifications:
Minimum Experience
Requirements:

B.A. or B.S. degree

General Experience. This position requires a minimum of 3 years of experience.

Specialized Experience. At least 3-4 years of experience in defining network security requirements for local and wide area networks, evaluation of approved network security product capabilities, configuring standard communications protocols, detecting and analyzing network vulnerabilities, and developing proper computer system security solutions.

Substitution
Methodology:

Title:
Functional
Duties/Responsibilities:
Project Manager

The Project Manager will control and manage the entire life cycle of projects, including cost proposal preparation, program management assistance, analysis, closeout and regulatory compliance. Will develop project strategies and objectives to mitigate risk, and enhance revenue and margin for the corporation. Negotiating and administering contracts and various contracting agreements. The primary point of contact for clients. Preparing cost volumes and developing pricing strategies. Monitoring contract executing against plan and funding, and preparing appropriate status reports. Identifying and reporting potential conflict of interest conditions. Documenting financial and compliance risks and key contract terms and communicating recommendations to management.

Minimum Education
Level:
Required/Supplemental
Certifications:
Minimum Experience
Requirements:

Bachelor's Degree

At least 5 years of hands-on experience with IT-services projects, to include the development, negotiation, and analysis of complex multi-million dollar projects. At least 5 years of project-related management experience.

Substitution
Methodology:
Title:
Functional
Duties/Responsibilities:
Systems Programmer

Analyze and transform product requirements into subsystem specifications. Participate in establishing design and code standards. Provide accurate estimates for component development. Define and document the subsystem design (including key use-cases, constraints, component decomposition). Perform unit, system, and integration tests of critical subsystems and components. Identify key technical risks and risk mitigation techniques. Identify key design dependencies and integration risks with other subsystems. Integrate subsystem design with overall technical architecture. Establish relationships in cross-functional organization with architects, other software developers, and QA Engineers to deliver components.

Minimum Education
Level:
Required/Supplemental
Certifications:
Minimum Experience
Requirements:

Bachelor's Degree

Will have (2-3) years of software development experience. System-level development experience on one or more platforms. Developed complex and scalable server-side software products

using one or more of the following technologies: Java and C++, XML, XSLT, SAX, UNIX (Solaris, HP-UX, AIX, etc.) and Windows 32/NT/2000/XP system level development experience. Has experience in commercial product development, delivering scalable and performance-critical (in either real-time and throughput/batch oriented) systems. Objected-Oriented analysis and design with experience in UML and use-case. Will also have use-case driven, architecture centric approach for large-scale server development.

***Substitution
Methodology:***

***Title:
Functional
Duties/Responsibilities:***

Web Designer

Works with client to create the design for the website. Works with web engineer to create the flow and usability of the site. Responsible for creating the style guide and standard for the websites.

***Minimum Education
Level:
Required/Supplemental
Certifications:
Minimum Experience
Requirements:***

Bachelor's Degree

(2 – 3) years of web design experience. Familiar with Photoshop and Flash. Knowledge of creating Flash games and applications. General knowledge of graphic optimization and download times.

***Substitution
Methodology:***

***Title:
Functional
Duties/Responsibilities:***

Web Designer II

Works with client to create the design for the website. Works with web engineer to create the flow and usability of the site. Responsible for creating the style guide and standard for the websites.

***Minimum Education
Level:
Required/Supplemental
Certifications:
Minimum Experience
Requirements:***

Bachelor of Fine Arts Degree

(4 – 5) years of web design experience. Highly experienced with Photoshop and Flash. Experience in creating Flash games and applications. Familiar with usability on the web and W3C standards. General knowledge of graphic optimization and download times. Has experience designing large scale websites for high profile clients.

Substitution Methodology:

Title: **Web Developer**
Functional
Duties/Responsibilities: Works with client and project team to formulate requirements. The developer will develop the code for the applications. Furthermore, the developer will be responsible for unit testing the application.
Minimum Education Level: Bachelor's Degree
Required/Supplemental Certifications:
Minimum Experience Requirements: (2 – 3) years of technical experience with one or more of the following languages: ASP, XML, Java, ColdFusion, Oracle, SQLServer, HTML, CSS, and JavaScript. Full lifecycle of software production: requirements, gathering, design, programming, unit testing, debugging, and configuration management. Extensive experience of database interaction with Oracle or SQL.
Substitution
Methodology:

Title: **Web Developer II**
Functional
Duties/Responsibilities: Works with client and project team to formulate requirements. The developer will develop the code for the applications and create a test methodology for quality assurance. The developer will be involved in debugging the application.
Minimum Education Level: Bachelor's Degree
Required/Supplemental Certifications:
Minimum Experience Requirements: (4 – 5) years of technical web development experience, which may include ASP, XML, Java, ColdFusion, Oracle, SQL Server, HTML, CSS, and JavaScript. Experience with full lifecycle of software production: requirements gathering, design, programming, testing, debugging, and configuration management. Experience with ASP or ColdFusion to database interaction with Oracle and/or SQL Server a plus.
Substitution
Methodology:

Title: **Web Engineer**
Functional
Duties/Responsibilities: Responsible for integrating the web designer's design with the web developer's code, create consistency across various browsers, resolutions and platforms. Works with the client and project manager to create the information architecture.
Duties/Responsibilities:
Minimum Education Level: Bachelor's Degree

***Required/Supplemental
Certifications:***

***Minimum Experience
Requirements:***

(2 – 3) years of technical experience with one or more of the following: HTML, DHTML, CSS, Javascript, Photoshop, and some knowledge of Flash, ColdFusion, ASP. Able to take a web designer's work and re-create it on the web. Knowledge of usability on the web and experienced as an Information Architect.

Substitution

Methodology:

Title:

Functional

Duties/Responsibilities:

Web Engineer II

Responsible for integrating the web designer's design with the web developer's code. Create consistency across various browsers, resolutions and platforms. Works with the client and project manager to create the information architecture. Maintains and updates websites.

Duties/Responsibilities:

Minimum Education

Level:

Required/Supplemental

Certifications:

Minimum Experience

Requirements:

(4 – 5) years of technical experience with HTML, DHTML, CSS, Javascript, Photoshop, and some experience with Flash, ColdFusion, ASP. Able to take a web designer's work and re-create it on the web with consistency across all major browsers. Knowledge of W3C Standards and Section 508 compliance. Knowledgeable of usability on the web and experienced as an Information Architect.

Substitution

Methodology:

IT-70 PRICE LIST

Labor Category	Base Year Hourly Rate
Database Administrator	\$65.00
Information Security Specialist	\$93.33
Network Engineer	\$93.33
Network Security Specialist	\$93.33
Project Manager	\$112.00
Systems Programmer	\$70.00
Web Designer	\$55.00
Web Designer II	\$93.33
Web Developer	\$70.00
Web Developer II	\$93.33
Web Engineer	\$66.00
Web Engineer II	\$93.33